

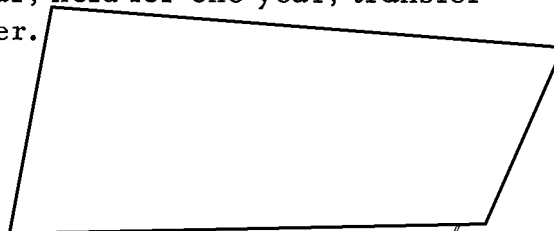
17 November 1970

MEMORANDUM FOR: Records Administration Branch, Support
Services Staff, DDS

SUBJECT: Records Control Schedule

Please amend item number 1a of the Records Control
Schedule for the Office of General Counsel as follows:

Permanent. Disposal not authorized.
Cut off every year; hold for one year; transfer
to Records Center.



Administrative Officer
OGC

cc. Rec. Ctr.



CIA Records Administration Officer

Date

*Kg.
RD.*

4/8/68

Roger,

I talked to [] about the wording. I didn't think she should call it a duplicate set. But that's just what it is. Virginia said the attorneys now feel they can release one set of these books and [] says we should accept them and consider them as the record set. OGC will retain the other set in the office for reference purposes.

The official correspondence is filed in the subject files and retired to the Center every two years. Retention of the subject files would also appear to be a duplication. However, the screening and selection of copies to be bound together puts more value on these as representative or precedent cases.

We are therefore approving this request.

